

In advance of an emergency, complete the following checklist and forms and store this information in an easily accessible area near the vaccine storage unit. See section on [Vaccine Storage and Handling Plans](#) for details.

Checklist of Resources for the Emergency Vaccine Retrieval and Storage Plan

- ☐ Designated primary and back-up vaccine coordinators with emergency contact information.
- ☐ Emergency staff contact list in order of contact preference.
- ☐ Vaccine storage unit specifications (type, brand, model number, serial number).
- ☐ Alternate vaccine storage facility or facilities.
- ☐ Written protocols, vehicles, and drivers for transporting vaccine to and from the alternate vaccine storage facility.
- ☐ Written instructions for entering your facility and vaccine storage spaces in an emergency if the building is closed or if it is after hours. These instructions should include the building security/after-hours access procedure, a floor diagram and the locations of the following:
 - ☐ Doors
 - ☐ Flashlights
 - ☐ Spare batteries
 - ☐ Light switches
 - ☐ Keys
 - ☐ Locks
 - ☐ Alarms (including instructions for use)
 - ☐ Circuit breakers
 - ☐ Packing materials
- ☐ Appropriate packing materials to safely transport or temporarily store vaccine.
- ☐ Prioritized vaccine packing list.
- ☐ Written protocol for vaccine packing.
- ☐ Written protocol for appropriately storing vaccine at the alternate storage facility.
- ☐ Up-to-date list of Manufacturer Telephone Numbers.

Vaccine Storage and Handling Toolkit

National Center for Immunization and Respiratory Diseases

| Vaccine Coordinators | | |
|----------------------|-------|---|
| Vaccine Coordinators | Title | Telephone Numbers (home, cell, beeper) |
| Primary | | |
| Back-up | | |

| Emergency Staff Contact List* | | |
|-------------------------------|-------|---|
| Name | Title | Telephone Numbers (home, cell, beeper) |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

* List contacts in order of preference. Determine whether all or certain persons on the list should be contacted or if the first person reached is sufficient. Include the primary and back-up vaccine coordinators on the list.

| Vaccine Storage Unit Specifications | | | |
|---|-------|--------------|---------------|
| Type of Unit (Refrigerator or Freezer) | Brand | Model Number | Serial Number |
| | | | |
| | | | |
| | | | |
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National Center for Immunization and Respiratory Diseases

| Emergency Resources Contact List | | | |
|--|----------------|--------------------------------|---|
| Emergency Resources | Contact Person | Title | Telephone Numbers (home, cell, beeper) |
| Additional Staff (to move and pack vaccine) | | | |
| | | | |
| | | | |
| | | | |
| State Health Department Immunization Program | | | |
| Local Health Department Immunization Program | | | |
| Emergency Resources | Company Name | Contact Per- son (title) | Telephone Numbers (home, cell, beeper) |
| Electric Power Company | | | |
| Emergency Generator Repair Company (if applicable) | | | |
| Emergency Generator Fuel Source (if applicable) | | | |
| Refrigeration Repair Company | | | |
| Temperature Alarm Monitoring Company (if applicable) | | | |
| Security or Perimeter Alarm Company (if applicable) | | | |
| Weather Service | | | |

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| Emergency Resources | Company Name | Contact Person (title) | Telephone Numbers (home, cell, beeper) |
|---|------------------|------------------------|--|
| Alternate Vaccine Storage Facility(s) | | | |
| Alternate Vaccine Storage Facility (1) | | | |
| Alternate Vaccine Storage Facility (2) (if available) | | | |
| Alternate Vaccine Storage Facility (3) (if available) | | | |
| Alternate Vaccine Storage Facility (4) (if available) | | | |
| Transportation to Alternate Vaccine Storage Facility(s)* | | | |
| Refrigeration Company | | | |
| Refrigeration Company (alternate) | | | |
| Private Vehicle | (Not Applicable) | | |
| Private Vehicle (alternate) | (Not Applicable) | | |

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National Center for Immunization and Respiratory Diseases

| Packing Materials | | | |
|--|--|--|--|
| Insulated Containers or Coolers | | | |
| Insulated Containers or Coolers (alternate) | | | |
| Fillers (e.g., crumpled paper, bubble wrap, Styrofoam™ pellets) | | | |
| Fillers (alternate) | | | |
| Refrigerated/ Frozen Packs | | | |
| Refrigerated/ Frozen Packs (alternate) | | | |
| Dry Ice Vendor (if inventory includes varicella-containing vaccines) | | | |
| Dry Ice Vendor (alternate) | | | |
| Certified Calibrated Thermometers | | | |
| Certified Calibrated Thermometers (alternate) | | | |

Three National Oceanic and Atmospheric Administration (NOAA) websites provide up-to-date information on U.S. weather:

<http://www.nws.noaa.gov/>

<http://www.nhc.noaa.gov/>

<http://www.goes.noaa.gov/>

The Federal Emergency Management Agency (FEMA) offers a wide range of information on disaster preparedness:

<http://www.fema.gov/index.shtm>

The Center for Biologics Evaluation and Research (CBER) at the Food and Drug Administration (FDA) offers information concerning the storage and use of temperature-sensitive biological products that have been involved in a temporary electrical power failure or flood conditions:

<http://www.fda.gov/BiologicsBloodVaccines/SafetyAvailability/ProductSecurity/ucm147243.htm>